



## JOB DESCRIPTION

### ASSISTANT SALES/ EVENTS COORDINATOR

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Job Title: Sales and Marketing/ Special Events Coordinator

Reports to: Conference Center Director

Status: Full time

#### JOB SUMMARY

The Briggs Woods Conference Center, Sales and Marketing/ Special Events Coordinator will split his/her time between sales and events at the discretion of the Conference Center Director. The Assistant Event Coordinator will be expected to be knowledgeable concerning Conference Center offerings, amenities and pricing. The Assistant will be required to do both cold call sales and meeting based sales. The position will also be trained to prepare, carry out and oversee all types of events in the absence of the Director. Social media marketing and other advertising opportunities also fall under the responsibilities of this position.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Sales & Marketing
2. Assists with marketing and sales plans
3. Trains, supervises, and maintains appropriate list of available staff to meet event requirements
4. Promotes Briggs Woods Conference Center via various social media outlets
5. Promotes a vibrant, unparalleled event experience for the customer.
6. Runs & manages various events assigned by the Conference Center Director
7. Assists with the management of all bookings and rentals for the Conference Center and monitors results thereof.
8. Actively participates in sales and marketing of the Briggs Woods Conference Center.
9. Implements Hospitality standards to be adhered by all staff.
10. Is available to work an irregular schedule as required ensuring proper coordination of events and activities scheduled in the facilities.
11. Implementation of policies and procedures as they relate to facility operations
12. Assures the facility property is maintained in excellent condition.
13. Must be able to lend assistance in any aspect of the business when necessary

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Ability to confidently carry out sales calls, follow up calls and marketing projects
2. Ability to maintain positive business relationships to ensure future sales.
3. Possess the knowledge and motivation to reach sales goals
4. Expertise in technological applications such as audio/visual and computer technology
5. Ability to prioritize, organize and execute
6. Knowledge of business management practices and procedures.
7. Ability to compile and maintain records for personnel scheduling, and event scheduling.
8. Knowledge of procedures and requirements of the meeting planning and event business to insure good relationships with clients, guests, event planners and meeting professionals.
9. Ability to exercise sound judgment and make proper decisions in handling incidents at all types of events.
10. Ability to communicate in a clear and concise manner, both orally and in writing.

11. Proven ability to deal in a professional and cordial manner with the public
12. Ability to plan, service and supervise a variety of events.
13. Strong attention to detail and passion for customer service.
14. Ability to work in a face paced environment
15. Possess the ability to learn and perform all duties of Conference Center Staff

#### EDUCATION and/or EXPERIENCE

Degree in Event Management and/or Marketing a plus but not a necessity.

Management Experience a plus.

Knowledge of marketing and branding concepts.

#### LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to deal effectively and courteously with lessees, user groups, their representatives and the general public.

#### MATHEMATICAL SKILLS

Ability to create, apply and maintain budgeting standards as set by the Hamilton County Board of Supervisors.

#### REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### CERTIFICATES, LICENSES, REGISTRATIONS

Must possess current, valid driver's license and a current working personal telephone with a number that can be accessed by staff for business contact purposes.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and high, precarious places. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate, but there will be cases where the noise level is loud to extremely loud.

**Please submit an online application at <https://briggswoodsconferencecenter.com/about-us/employment/> and email a cover letter and resume to [lynec@hamiltoncounty.org](mailto:lynec@hamiltoncounty.org)**

**Job Closing 5/23/2025**